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3 April 1952

Report from Room 1305, Week of 31 March - 4 April

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To :

From:

1. This week the new three-week clerical refresher course began at Alcott Hall, with a total enrollment of [] in addition to [] people who have signed up for the filing course which will begin April 7 at Alcott Hall.

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TEMPORARILY
POSTPONED
DUE NON-ARRIVAL
OF MATERIAL.

2. The filing course at the D Street Pool will end on Friday, April 4, and a new two-week course starting April 7 will be given by []

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3. [] began a two-week course in Office Practice at the Pool.

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4. A two-hour session on the Air Force Correspondence Manual will start Monday, April 7, at Alcott Hall, and will continue for six weeks.

5. [] will be teaching full time at the D Street Pool, in order to relieve [] of some of her classes while she is preparing for the Geography course which will begin April 21.

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